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**Chapter 1 - Introduction and Guide for Using the Aircraft Launch
and Recovery Equipment Maintenance Program (ALREMP) Instruction**

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Chapter 1

Introduction and Guide for Using the Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) Instruction

1.1 Introduction

1.1.1 The ALREMP is sponsored and directed by the Chief of Naval Operations (CNO). This instruction addresses the concepts, objectives, policies, programs, organizations, and responsibilities of the ALREMP.

1.2 How to Obtain Copies

1.2.1 To receive revisions and changes to this instruction automatically, a unit must be on the automatic distribution list maintained by CNO. To be included on the list or to change distribution requirements, submit a letter, with justification to:
Commander, Naval Air Systems Command
Aircraft Launch and Recovery Equipment, Code PMA251
Bldg. 2272 Suite 348
47123 Buse Rd. Unit IPT
Patuxent River, MD 20670-1547

1.2.2 Individual copies of this instruction for information or training purposes may be requested by letter to:

Commanding Officer
NAVICP Philadelphia, Code 0103
581 Tabor Ave
Philadelphia, PA 19120-5099

1.3 Guide for Using the ALREMP

1.3.1 This instruction is divided into 13 chapters.

1.3.2 Each chapter reflects segments of the maintenance organization.

1.3.3 Each paragraph is numbered with a decimal system. The first digit identifies the chapter, the second and subsequent decimals identify the paragraph and subparagraphs.

Chapter	1
Paragraph	1.1
Subparagraph	1.1.1
Subparagraph	1.1.1.1

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1.3.3.1 To find a specific item of information, use the table of contents provided for each chapter which lists the paragraph, subject, and page number of material within that chapter.

1.3.4 Pages are numbered in a separate series for each chapter and appendix. The pages of each chapter are numbered in sequence and preceded by the chapter number, e.g., the third page in Chapter 1 is numbered 1-3.

1.3.5 Illustrations are provided to clarify or amplify text, and are located at the end of each chapter to which they apply. They are numbered consecutively within the chapter they appear.

1.4 Procedures for Recommending and Submitting Changes and Corrections to, or Requesting Deviations from the ALREMP

1.4.1 All recommended changes to this instruction are approved or disapproved by Chief of Naval Operations (CNO) (N785) after they have been evaluated by the ALREMP Working Committee. The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) (PMA251) is responsible for coordinating and managing these changes.

1.5 Definitions

1.5.1 Changes. A change is a modification to the content of the ALREMP involving a revision of " R," addition to " A," or deletion of " D " existing policies or procedures, and is issued in the form of replacement pages to the instruction.

1.5.2 Interim Changes. An interim change is a change issued by rapid means, usually by message, to correct a procedure, policy, practice, or situation adversely affecting operation, maintenance, equipment/personnel safety, readiness, or a critical function in the ALREMP.

1.5.3 Corrections. A correction is a modification in punctuation, grammar, capitalization, spelling, syntax or tense; or rectification of typographical errors, word omissions, or ambiguities not affecting policies or procedures.

1.5.4 Deviations. A deviation is a departure from policies, procedures, or responsibilities in the ALREMP. Deviations are granted by CNO for a situation or set of circumstances not requiring a revision of the ALREMP.

1.6 Submission of Recommendations/Requests

1.6.1 Changes. Recommendations to change policies/procedures in the ALREMP shall be submitted by naval letter to CNO (N785) via the

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chain of command, with copies to COMNAVAIRSYSCOM (PMA251) and Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Lakehurst (Code 4.8.10.5). Figure 1-1 is a sample change recommendation letter.

1.6.2 Interim Changes. Any individual or activity having knowledge of any situation, procedure, or policy that adversely affects critical functions in the ALREMP shall report the information by naval message to COMNAVAIRSYSCOM (PMA251) with information copies to CNO (N785), NAVAIRWARCENACDIV Lakehurst (Code 4.8.10.5), and the chain of command.

1.6.3 Corrections. Recommendations to correct administrative discrepancies shall be submitted by naval letter directly to COMNAVAIRSYSCOM (PMA251) with a copy to NAVAIRWARCENACDIV (Code 4.8.10.5). Figure 1-2 is a sample correction recommendation letter.

1.6.4 Deviations. Requests to deviate from the ALREMP, with full justification, shall be submitted by naval letter to CNO (N785) via the chain of command, with copies to COMNAVAIRSYSCOM (PMA251) and NAVAIRWARCENACDIV Lakehurst (Code 4.8.10.5). Figure 1-3 is a sample deviation request letter.

1.7 Processing of Recommendations/Requests

1.7.1 Changes. Upon receipt of a change recommendation and its forwarding endorsements, COMNAVAIRSYSCOM acknowledges receipt of all change recommendations, reviews it, and coordinates as necessary with affected organizations. Change recommendations accepted for processing will then be assigned an ALREMP control number.

1.7.1.1 Upon completion of the review, COMNAVAIRSYSCOM will either:

- a. Return the change recommendation for additional information, clarification, or cancellation, as applicable; or
- b. Forward the change recommendation, including any comments, modifications, or recommendations developed during the review process, to the ALREMP Working Committee, and other activities as appropriate, for review and comments.

1.7.1.2 Upon receipt of comments from the ALREMP Working Committee, COMNAVAIRSYSCOM shall prepare and submit a consolidated change proposal to CNO (N785).

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1.7.1.3 Upon receipt of a consolidated change proposal, CNO shall evaluate and approve/disapprove it or, if required, refer it to the ALREMP Working Committee for further review.

1.7.1.4 Upon final approval by CNO (N785), the change recommendation is returned to COMNAVAIRSYSCOM for inclusion in the next ALREMP change package.

1.7.1.5 Distribution of change packages shall be coordinated by COMNAVAIRSYSCOM with CNO (N785D) and SECNAV/OPNAV Directive Control Office.

1.7.2 Interim Changes. COMNAVAIRSYSCOM, upon receipt of a report identifying a situation, procedure, or policy that adversely impacts a critical function in the ALREMP, reviews the report and develops, if warranted, an interim change for release by CNO.

1.7.3 Deviations. CNO, assisted by COMNAVAIRSYSCOM, will verify and substantiate the need for requested deviations. Subsequent to this investigation CNO will approve/disapprove the deviation.

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CVN-71/03-V2 116823

Ser 738

USS THEODORE ROOSEVELT (CVN-71)

FPO AE 09599-2870

From: Commanding Officer, USS THEODORE ROOSEVELT (CVN-71)
To: Chief of Naval Operations (N785)
Via: Commander, Naval Air Force, U.S. Atlantic Fleet (Code N433)

Subj: CHANGE RECOMMENDATION TO OPNAVINST 4790.15D

Ref: (a) OPNAVINST 4790.15D

1. Recommend change to reference (a), Chapter 12, page 12-2, and paragraph 12.2, as follows:

a. Recommend adding the following sentence at the end of paragraph 12.2: "MS may be organized as a separate work center or integrated into existing organizations, depending upon physical plan and divisional requirements."

b. New weapon system equipment installations have eliminated workspaces on several CVs/CVNs, primarily in the Air Department. Combining the MS Branch with other work centers will allow integration into existing spaces and work force, where required.

2. Point of contact: C. D. Pendant, ABCM, deployed.

D. CABLE

By direction

Copy to:

COMNAVAIRSYSCOM (PMA251)

NAVAIRWARCENACDIV Lakehurst (Code 4.8.10.5)

Figure 1-1. Sample Change Recommendation Letter

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13800

CV-63/03/Ser 163

USS KITTY HAWK (CV-63)

FPO AP 96634-2770

From: Commanding Officer, USS KITTY HAWK (CV-63)

To: Commander, Naval Air Systems Command (PMA251)

Subj: CORRECTION RECOMMENDATION TO OPNAVINST 4790.15D

Ref: (a) OPNAVINST 4790.15D

1. Recommend corrections to reference (a), Chapter 9, page 9-9, paragraph 9.2.3, as follows:

a. Correct the last sentence to read: "Each W/C is responsible for providing M/C with..."

b. Justification. "M/C" had been printed as "W/C".

2. Point of Contact: S. Plat, LTJG, ALRE Maintenance Officer.

F. LENS

By direction

Copy to:

NAVAIRWARCENACDIV Lakehurst (Code 4.8.10.5)

Figure 1-2. Sample Correction Recommendation Letter

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13800

AIR-V2 168421

USS Dwight D. Eisenhower (CVN-69)

FPO AE 09538-3820

From: Commanding Officer, USS Dwight D. Eisenhower (CVN-69)
To: Chief of Naval Operations, (N785)
Via: (1) Commander, Carrier Group Three
(2) Commander, Naval Air Force, U.S. Atlantic Fleet
(Code N433)

Subj: REQUEST FOR DEVIATION FROM OPNAVINST 4790.15D

Ref: (a) OPNAVINST 4790.15D

Encl: (1) Block diagram of proposed maintenance reorganization

1. Request the following deviation from reference (a):
 - a. Request authority to deviate from the current maintenance organization authorized for USS Dwight D. Eisenhower (CVN-69). The proposed organization is shown in enclosure (1).
 - b. The requested change is necessitated by the loss of two Air Department spaces (03-116-M and 02-86-M) resulting from installation of SDI weapons system equipment. This loss precludes these spaces being assigned as the maintenance support work center and no other spaces are available. The reorganization would become effective immediately and would continue until additional space is provided during the Refueling Complex Overhaul (RCOH) in 2001.
 - c. The deviation requested would integrate the maintenance support work center into other work centers until space availability is resolved following ship alteration (SHIPALT) completion during the RCOH.
2. Point of contact: LCDR N. T. Catapult/CW02 W. Brake.

A. SHUTTLE
By direction

Copy to:
COMNAVAIRSYSCOM (PMA251)
NAVAIRWARCENACDIV Lakehurst (Code 4.8.10.5)

Figure 1-3. Sample Deviation Request Letter